

**Music Teacher (Little Stream and Nash House)  
Job Description & Person Specification**

<b>Responsible to:</b>	Director of Music Heads of Little Stream and Nash House
<b>Line manages:</b>	N/A
<b>Job Overview</b>	The Subject Teacher (Music) is responsible to the Director of Music for the work that he or she does within the department and will teach their subject as per the timetable and in accordance with the guidelines laid down in the subject handbook.
<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Contribute to the schemes-of-work for each teaching-group in line with the requirements laid down by the Director of Music. These schemes should be accessible working documents indicating clearly to all interested parties the work that children in the groups are doing: topics for study, the learning-objectives, the children's learning-activities, assessment, any cross-curricular linking, the use of ICT, and National Curriculum Attainment Targets covered.</li> <li>2. Being familiar with subject policy and school curricular policy (as set down in the subject/departmental policy and school teaching and learning policy booklets).</li> <li>3. The provision of appropriate teaching-materials, notes, books etc. in liaison with the Director of Music.</li> <li>4. Being familiar with the requirements of the National Curriculum, and the syllabi of any other schools for which the subject teacher may be required to prepare candidates. The Director of Music will provide all of this information.</li> <li>5. Making suitable provision within the organization of the teaching for the range of ability within the class.</li> <li>6. The attitude, discipline, well-being and progress of his or her teaching-groups.</li> <li>7. The general standard of the work within his or her teaching-groups, and the exercise books, folders etc.</li> <li>8. Keeping the Form Teacher/Tutor/Head of Year informed about any difficulties relating to pupil work and progress in the groups that the Subject Teacher teaches.</li> <li>9. The assessment of pupil-progress including examinations, testing and efficient marking of work. The provision of grades and comments (where necessary) for half-</li> </ol>

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	<p>term and end-of-term reports.</p> <ol style="list-style-type: none"> <li>10. The display of work produced by pupils in his or her teaching-groups.</li> <li>11. Attendance at meetings called by the Director of Music and others as required.</li> <li>12. Carrying out supervisory duties as required and determined by the Deputy Head.</li> <li>13. Providing cover for absent colleagues when required, and being willing to help supervise year-group outings as appropriate.</li> <li>14. Notifying the school about personal absence owing to illness or crisis, and gaining approval from the Deputy Head for any intended absences.</li> <li>15. Attendance at Parents' Evenings and special school functions such as Open Day, Tribe Athletics, Carol Service and Concerts.</li> <li>16. Organising trips and events in participation with Visiting Music Teachers.</li> <li>17. Maintaining good communicative relationships with parents.</li> </ol> <p><u>Additional information for Subject Teacher (Music)</u></p> <p>To teach Music to children in EYFS, Key Stage 1 and 2. To have responsibility for coordinating, rehearsing and conducting ensemble, group and individual performances</p>
<p><b>Keys Skills &amp; Knowledge:</b></p>	<ul style="list-style-type: none"> <li>• Has experience of teaching music in a classroom environment to a high standard</li> <li>• Has excellent piano skills and can act as a confident accompanist</li> <li>• The ability to play an orchestral instrument would be an advantage but not essential</li> <li>• Has the ability to accompany and direct various choirs and instrumental ensembles</li> <li>• Demonstrates high-quality teaching skills and expertise in creating a positive, encouraging and stimulating learning environment reflecting a strong commitment to the personal and professional growth of the children</li> <li>• Demonstrates the ability to create a rapport with children, enthusing and motivating children with a range of abilities and ages (Years 5 - 8)</li> <li>• Demonstrates the ability to promote the welfare and protection of children within the School</li> <li>• Demonstrates knowledge of the National Curriculum requirements, children's learning processes; a proven ability to implement programmes which enhance children's learning</li> <li>• Has the ability to use appropriate assessment and reporting techniques to monitor and record children's learning, and to provide parents with appropriate feedback on children's performance.</li> <li>• Demonstrates capacity to work effectively as a team member with a proven ability to communicate effectively with children, parents and colleagues</li> <li>• Demonstrates a commitment and capacity to actively and effectively contribute to a broad range of school activities as a member of the school team</li> <li>• Is organised with excellent administrative skills</li> <li>• Is confident in the use of IT within the school environment, embracing new and emerging technologies to enhance the children's learning experience including Apps for the iPads in Years 7 and 8</li> <li>• Demonstrates a commitment to be fully involved in extra-curricular activities in respect of Music Clubs and Practices, Plays and Musicals</li> <li>• Has a qualification to drive a school minibus is desirable (or the ability and willingness to</li> </ul>

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	<p>be trained to do so)</p> <ul style="list-style-type: none"> <li>• <i>Occasional weekend teaching may be required such as rehearsals for musicals or other special occasions</i></li> </ul>
<p><b>Personal Competencies &amp; Qualities:</b></p>	<ul style="list-style-type: none"> <li>• Pro-active, approachable, friendly, polished and professional</li> <li>• Ability to communicate with and relate to children and sensitive to their needs</li> <li>• Honest, punctual and reliable – has a strong work ethic</li> <li>• Flexible – with hours and happy to turn their hand to a wide range of duties</li> <li>• Able to work unsupervised and use initiative yet also work well as a team</li> <li>• Willing to undertake the necessary training to carry out the role and enhance the services delivered by the school</li> </ul>
<p><b>Commitment to Safeguarding and Welfare</b></p>	<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. At all times the Minibus Driver will:</p> <ul style="list-style-type: none"> <li>• Help to safeguard the children’s wellbeing and maintain public trust in the teaching profession.</li> <li>• Help to provide a safe environment in which the children can learn.</li> <li>• Help to identify children who may be in need of extra support or who are suffering, or are likely to suffer, significant harm.</li> <li>• Promptly raise any concerns to the School’s Designated Safeguarding Lead and work with other services as needed.</li> <li>• Attend the relevant child safeguarding training and other mandatory induction training as required by the School.</li> </ul>
<p><b>Promoting the Health, Safety and Wellbeing of Pupils and Staff</b></p>	<p>At all times the will:</p> <ul style="list-style-type: none"> <li>• Maintain awareness of, and comply with, the School’s H&amp;S policy.</li> <li>• Where appropriate, conduct and document risk assessments in their area of responsibility.</li> </ul>

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